

The Indiana Utility Regulatory Commission's Electronic Filing System

The Electronic Filing System (EFS) serves as a repository for official records submitted to the IURC. This service was implemented to meet the evolving needs of our utilities and to better serve the public by taking advantage of Internet technology to improve our existing registry and workflow system.

By using our EFS, users can file documents regardless of distance and submit filings outside of the IURC's office hours. Additionally, the EFS allows electronic documents to be automatically routed to the appropriate registry staff for processing.

At this time, the IURC will begin accepting the following types of documents electronically:

- Filings in docketed cases (not including new case petitions)
- Confidential documents as related to docketed cases
- General submissions (30-day filings, fee bills, annual reports, communications non-docketed filings, etc.)

All electronic documents must meet the criteria for submission and must be in portable document format (PDF). Electronic filings that contain multiple pleadings and documents should be filed separately.

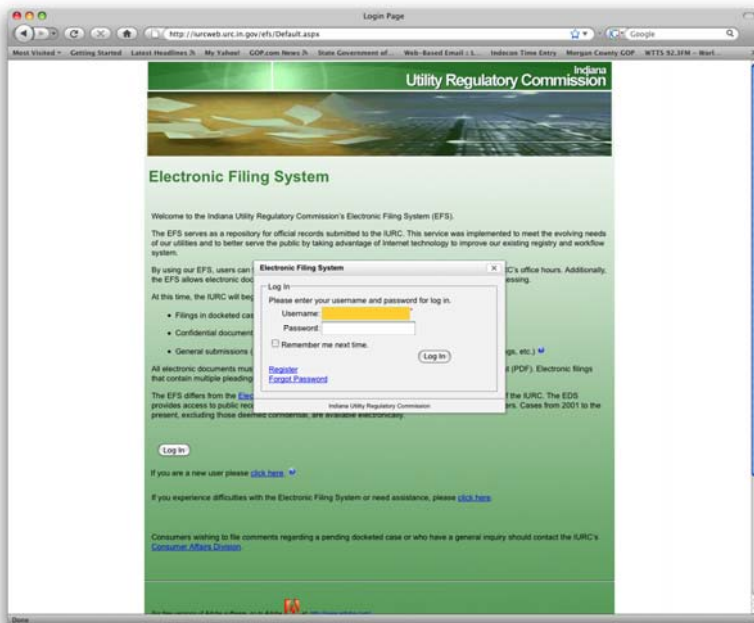
Register an Account

When registering an account, your username, password and email address are the minimum requirements. You must also read and agree to the Terms and Conditions. If you would like to change or add more contact information, you may do so upon logging in or at a later date.

The screenshot shows a web browser window titled "Register New User" with the URL <http://iurcweb.iurc.in.gov/efs/NewUser.aspx>. The browser's address bar and tabs are visible. The page features a green header with the "Indiana Utility Regulatory Commission" logo. Below the header, the text "Electronic Filing System" is displayed in green. A "Sign up for new account" form is centered on the page, with a note that "(All fields marked with * are mandatory):". The form includes input fields for Username*, Password*, Confirm Password*, Email*, First Name, Middle Name, Last Name, Organization, Street Address, City, State (a dropdown menu currently showing "IN"), Zip, and Phone (xxx-xxx-xxxx). At the bottom of the form, there is a checkbox for "I agree to the Terms and Conditions" and a "Submit Request" button.

Log In To The System

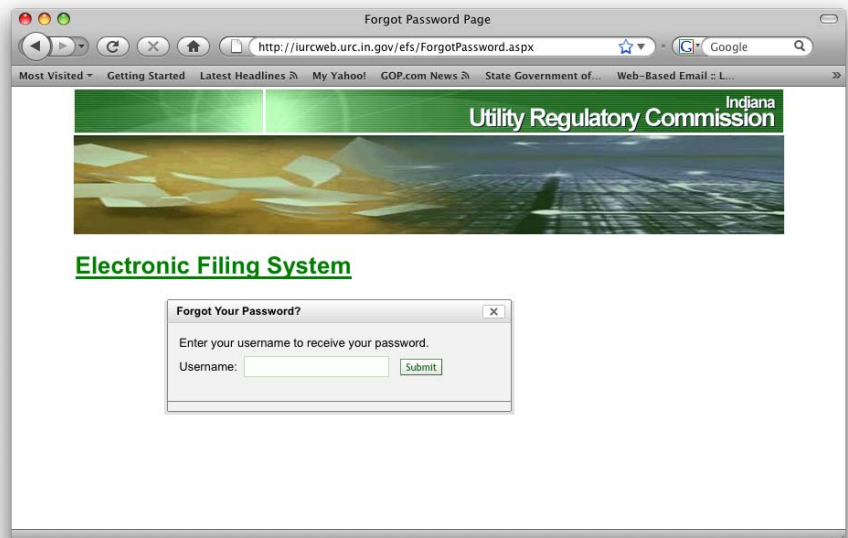
To log in, simply enter your username and password to gain access to the EFS. If you are a new user to the system, simply register to create a new account and you will be able to immediately begin using the EFS.



If you are a registered user but have forgotten your password, please use the "Forgot Password" link and a new, randomly generated password will be sent to the email address of the username you have provided.

Forgot Your Password

If you forget your password, simply enter your username and the system will generate a random password which will be emailed to the email belonging to that account. You may then log in and change the password to a password you can more easily remember.



Filing Docketed Cases

When filing a docketed case, you will need a cause number and/or subdocket number. Only PDF documents are permitted when filing docketed cases.

The screenshot shows a web browser window titled "File Documents" with the URL "http://iurcweb.unc.in.gov/efs/UploadFile.aspx". The page header features the "Indiana Utility Regulatory Commission" logo and a navigation bar with links: "File Document", "Account Profile", "Change Password", and "Log Out". The main content area displays a form titled "File Your Document (All fields marked with * are mandatory)".

The form includes the following fields and options:

- Please select type of filing:** ☒ Filings in Docketed Cases, ☐ General Submission, ☐ Confidential
- Submitting Party:** * IURC
- Cause Number:** * 43212
- Sub Docket Number:** * --Please select--
- ☐ Joint Filing
- Choose Your File To Upload:** * [Text Field] [Browse...]
- Comments:** [Text Area]

At the bottom of the form are "Upload" and "Reset" buttons.

Filing General Submissions

When filing general submissions, you will need to select your general submission type. The EFS will then display the fields needed to submit your document. PDF and Word documents are permitted.

The screenshot shows the same web browser window as the previous one, but the "File Your Document" form is now configured for a general submission.

The form includes the following fields and options:

- Please select type of filing:** ☐ Filings in Docketed Cases, ☒ General Submission, ☐ Confidential
- General Submission Types:** * 30 Day Filings
- Utility Name:** *
- Industry:** * --Please select--
- Filing Description:**
- Choose Your File To Upload:** * [Text Field] [Browse...]

At the bottom of the form are "Upload" and "Reset" buttons.

Filing Confidential Documents

When filing confidential documents, you will need prior approval from the judge ruling over that particular case and must be able to provide an approval date. You will also need to provide your cause number and/or subdocket number for the case. PDF and word documents are permitted.

The screenshot shows a web browser window with the URL <http://iurcweb.iurc.in.gov/efs/UploadFile.aspx>. The page header includes the Indiana Utility Regulatory Commission logo and a navigation bar with links: File Document, Account Profile, Change Password, and Log Out. The main form is titled "File Your Document (All fields marked with * are mandatory)". It contains the following fields and options:

- Please select type of filing: ***
 - ☐ Filings in Docketed Cases
 - ☐ General Submission
 - ☒ Confidential
- Please enter the date on which confidentiality was approved: *** 01/21/2009
- Utility Name: *** [Text Field]
- Industry: *** Electric (Dropdown Menu)
- Filing Description:** [Text Field]
- Submitting Party: *** IURC
- Cause Number: *** 43212
- Sub Docket Number:** --Please select-- (Dropdown Menu)
- ☐ Joint Filing
- Choose Your File To Upload: *** [Text Field]
- Comments:** [Text Field]

At the bottom of the form are and buttons.

Updating Your Account

You may update or change your account at anytime through the "Account Profile" link. Your username, however, cannot be changed once it submitted during registration.

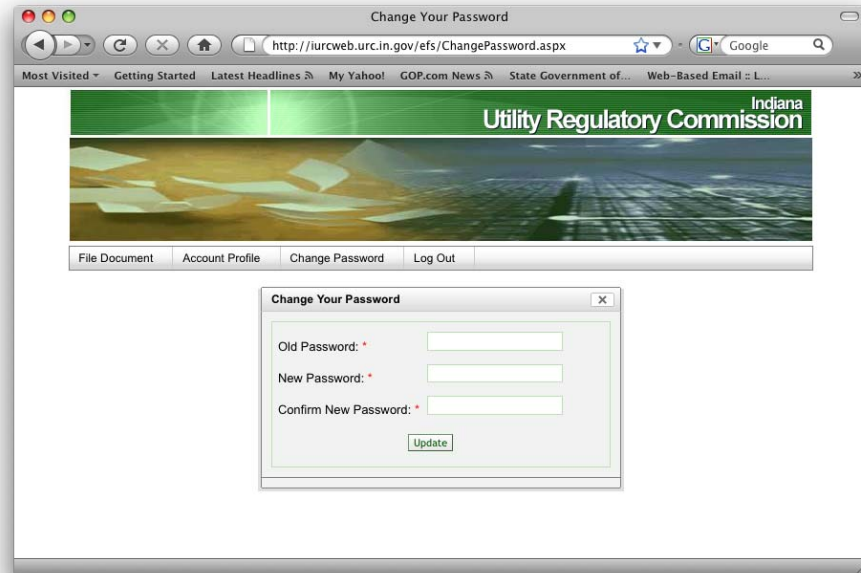
The screenshot shows a web browser window with the URL <http://iurcweb.iurc.in.gov/efs/UpdateContactDetails.aspx>. The page header includes the Indiana Utility Regulatory Commission logo and a navigation bar with links: File Document, Account Profile, Change Password, and Log Out. The main form is titled "Your Account Profile" and contains the following fields:

- Email:** daelliott@iurc.in.gov
- First Name:** Daniel
- Middle Name:** M
- Last Name:** Elliott
- Organization:** IURC
- Street Address:** [Text Field]
- City:** indianapolis
- State:** IN (Dropdown Menu)
- Zip:** [Text Field]
- Phone(xxx-xxx-xxxx):** [Text Field]

At the bottom of the form is an button.

Changing Your Password

You may change your password at anytime. This is especially useful if you have forgotten your password. The system will generate a random password that will be difficult to remember. You may change it here to a password more easily remembered.



The screenshot shows a web browser window titled "Change Your Password" with the URL <http://iurcweb.irc.in.gov/efs/ChangePassword.aspx>. The page header features the "Indiana Utility Regulatory Commission" logo and a navigation bar with links: "File Document", "Account Profile", "Change Password", and "Log Out". The main content area contains a "Change Your Password" form with three input fields: "Old Password:", "New Password:", and "Confirm New Password:". Each field is followed by a red asterisk (*). Below the fields is an "Update" button.

Additional Information

Once you have successfully submitted a document into the EFS, you will be sent an email stating that your document is in the system and awaiting verification. Filings or submissions made through the EFS will receive an electronic file stamp with the time and date the document is filed, and filings made on or before 11:59:59 p.m. will be deemed filed on that date.

When staff from our document center have visually verified your document, you will receive an email stating that your document has been accepted or rejected. In the event that an attempt to file or submit a document electronically fails, for whatever reason, the filing or submission will be deemed untimely if it is not received by the Commission on or before 11:59:59 p.m. on the date that the filing is due. If a filing is not made by the filing deadline, or an electronic filing is rejected after a filing deadline, the party that attempted to make the filing is required to file a motion with the Commission seeking leave to late-file the submission, pursuant to the Commission's rules on practice and procedure, 170 IAC 1-1.1

Verification of an electronically submitted document will usually occur within one business day. The document will then be viewable online on our Electronic Document System (EDS) within another 24 hours. The EDS is accessible from our website at <http://www.in.gov/iurc>. This link can be found in the upper right-hand corner of the page under "Online Services". For further information or to address problems with the system, please call our Document Center at (317) 232-2642.